

**General Data Protection
Regulation (GDPR) Policy**
2024-2025

Foiwe Info Global Solutions Pvt Ltd

186/2 Tapaswiji Arcade, Hosur Main Road, BTM Stage I
Bangalore, India, Post Code: 560068

INTRODUCTION

Foiwe Info Global Solutions (“Foiwe,” “we,” “our,” or “us”) is committed to ensuring the privacy and security of personal data in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR). This policy outlines how we collect, process, store, protect, and delete personal data responsibly.

SCOPE

This GDPR policy applies to all personal data collected, processed, stored, and deleted by Foiwe in the course of its operations, including data from employees, customers, partners, and website visitors.

DATA COLLECTION AND PROCESSING

We collect personal data only when necessary for legitimate business purposes. The types of data we may collect include:

- Name, contact details, and identification information
- Employment and professional data
- Financial and transactional details
- System usage data (for security and operational monitoring)

Data is collected through our website, applications, contractual agreements, and customer interactions.

LAWFUL BASIS FOR PROCESSING

We process personal data based on at least one of the following legal grounds:

- **Consent:** When explicit permission is given by the data subject.
- **Contractual necessity:** When processing is required to fulfil contractual obligations.
- **Legal obligation:** When compliance with legal or regulatory requirements is necessary.
- **Legitimate interest:** When processing is required for business purposes that do not override individuals’ rights.

DATA SUBJECT RIGHTS

Under GDPR, individuals have the following rights:

- **Right to access:** Obtain a copy of personal data.
- **Right to rectification:** Request corrections to inaccurate data.
- **Right to erasure ("right to be forgotten"):** Request deletion of personal data under specific conditions.
- **Right to restrict processing:** Limit how personal data is used.
- **Right to data portability:** Request data in a structured format.
- **Right to object:** Object to certain types of data processing.
- **Rights related to automated decision-making and profiling:** Challenge decisions made solely by automated means.

Requests related to these rights can be submitted via noc@foiwe.com

DATA SECURITY MEASURES

Foive implements industry-standard security measures, including:

- Encryption and pseudonymization of sensitive data
- Access control mechanisms and multi-factor authentication
- Regular security assessments and audits
- Employee training on data protection and privacy policies

DATA RETENTION

Personal data is retained only for as long as necessary to fulfil legal, contractual, and business obligations. Once the retention period expires, data is securely deleted.

DATA DELETION HANDLING

Foive follows a strict data deletion and disposal policy, ensuring that personal data is permanently erased from all storage locations. The deletion process includes:

- **Regular review of stored data:** Ensuring no unnecessary data is retained beyond its retention period.
- **Secure deletion methods:**

- Digital data is deleted using **industry-standard secure deletion algorithms** to prevent recovery.
- Physical copies are **shredded or incinerated** before disposal.
- **Logging and auditing:** All data deletions are **logged and audited** to maintain compliance.
- **Customer-requested deletion:** If a data subject requests erasure, data will be securely deleted within **30 days**, unless legal retention obligations apply.
- **Third-party deletion:** If personal data is shared with service providers, we ensure they also delete the data securely.

DATA SHARING AND TRANSFERS

We do not sell or share personal data with third parties except:

- When required by law or regulatory authorities.
- With service providers and partners who comply with GDPR and ensure data security.
- For business operations, provided adequate safeguards (such as Standard Contractual Clauses) are in place.

DATA BREACH NOTIFICATION

In the event of a data breach, Foive follows GDPR's notification requirements, informing the relevant supervisory authority within 72 hours and affected individuals if there is a significant risk to their rights and freedoms.

Compliance and Contact Information

Foive has appointed a Data Protection Officer (DPO) to oversee GDPR compliance. If you have any questions or concerns about how we handle personal data, please contact:

Data Protection Officer – Prakash Annarao
Foive Info Global Solutions

Email: noc@foive.com

Address: #186/2, Tapaswiji Arcade, Btm 1st Stage, Bengaluru, Hosur Main Road, Bangalore – 560068

POLICY UPDATES

Foiwe reserves the right to update this GDPR policy periodically to reflect changes in laws, regulations, or business practices. The latest version will always be available on our website.

CONFIDENTIAL